



Data Policy 2018/2019

At Paint Write Now we take data protection seriously and respect the privacy of all children, parents and carers in our classes. This privacy policy outlines how we meet the requirements of the General Data Protection Regulations, in force from May 2018.

When we refer to 'parents' in this policy we mean parents and carers. A child is defined as anyone under 18.

Katherine Smith is our nominated Data Controller and Processor for Paint Write Now.

The information we collect about parents, carers and children is used to provide the best possible care for all the children in our classes; maintain our services to you and communicate with you effectively.

Our legal basis for collecting and processing personal information is based on us performing our contract to you and adhering to child safeguarding and welfare requirements.

Information we collect

When your child joins our classes we ask you to complete a full registration form which gives us your:

1. contact information including your home address, email address, phone numbers and emergency contact details
2. if your child has any SEN needs or disabilities that we can support them with
3. medical, allergy, dietary information
4. permission on how we use photos of your child

The main reason we need to use your data is to provide you with Creative Writing through Art classes for your child. The contact details you provide us with are used to contact you by email, phone, text and postal address to share information with you about your child, our classes, relevant news and invoicing. They are also necessary in case of an emergency. Sensitive information relating to your child's learning and health needs is required to support your child in the classes and keep them safe.

If you have agreed that photos / videos of your child may be used for promotional purposes on social media and on Paint Write Now's website, you can revoke this permission at any time. You can also ask at any point what photos of your child have been taken, and exactly how those are

being used. You can ask for these photos to be deleted at any point.

Who do we share your information with?

Safeguarding concerns If there are concerns regarding significant harm to a child's wellbeing and safety it is paramount to share information and we will follow our Safeguarding procedures.

Storage of data We keep records for the purpose of maintaining our services based on the timescales below. All information is stored in password protected files on a computer hard-drive and backed up regularly. After these dates the records are destroyed.

Employment records of staff (for 7 years)

Safeguarding records (for 10 years)

Accident records (for 21 years)

Your right to view the data we hold

You have the right to see the data we hold about you and your child and to ask for any errors to be corrected; we will respond to your request in the legal timeframe of a month.

You can request that the information is deleted, but you need to be aware that we will not be able to continue to provide these classes for your child if we do not have sufficient and appropriate information about them.

Complaints

If you have a complaint about how we have kept your information secure, or how we have responded to a request for access, update or delete your data, you can make a referral to the Information Commissioners Office.